

## **SHERIFF'S RANGE GUARD**

### **DEFINITION:**

Under general supervision, to oversee the use and ensure the security and safety of the Sheriff's Firearms Range; and to perform related work.

### **DISTINGUISHING CHARACTERISTICS:**

This is a single level class found only in the Sheriff's Department. Sheriff's Range Guards insure adherence to county ordinances, rules, and regulations concerning the Sheriff's Firearms Range. This class is distinguished from Security Guard in that Sheriff's Range Guard schedules the use of the Range and enforces Range rules and regulations.

### **EXAMPLES OF DUTIES:**

Provides information to the public regarding location and operation of facilities; schedules use of the Range; enforces Range rules and regulations; records all agencies and individuals using Range and equipment; issues weapons and ammunition; oversees prisoners and detainees on the Work Release program; patrols and guards grounds and buildings; observes and reports unsafe facilities, ammunition, supplies, or equipment; makes reports of any hazardous conditions or deficiencies affecting the security or safety of the premises; reports fires and attempts to extinguish with available firefighting equipment; records and reports acts of vandalism, shooting, and theft to the supervisor and proper law enforcement authorities; secures gates, doors, and windows in buildings; turns off lights and running water; checks all persons entering or leaving property after regular operating hours; keeps records of activities and incidents; prepares reports and fills out forms; answers questions and directs visitors and staff at facility guarded.

### **MINIMUM QUALIFICATIONS:**

#### **Thorough Knowledge of:**

- The use of firearms.

#### **General Knowledge of:**

- Fire prevention and security measures.
- Common building and grounds safety and maintenance practices.
- First Aid techniques and procedures.
- Scheduling techniques and procedures.

#### **Skills and Ability to:**

- Direct the work activities of prisoners and detainees assigned to the Work Release program.
- Read, write, and speak English.
- Arithmetic.
- Make detailed observations.
- Accurately remember facts.

- Report incidents.
  
- Communicate directions to the public.
- Follow directions that are well outlined.
- Take positive action and determine reasonable action in situations where guidelines are not available.
- Keep records of security and patrolling activities.
- Learn Range rules and regulations.

**Skills and Ability to:**

- Schedule use of the Range.
- Issue weapons and ammunition in accordance with established policy and maintain accurate records.

**EDUCATION/EXPERIENCE:**

Education, training, and/or experience, which would likely demonstrate the knowledge and/or skills, stated above. An example of such education or experience is: one (1) year of experience as a Security Guard providing protective services to people or property and/or preventing the theft of property. Experience in a criminal justice or law enforcement environment is highly desirable.

**SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**

**License:**

A valid California Class C driver's license is required by time of appointment or the ability to arrange transportation for field travel.

**Registration:**

Possession of a valid Guard Registration card issued by the Bureau of Collection and Investigative Services, Department of Consumer Affairs, State of California. Possession of a valid Bureau-issued Firearms Qualification Card in order to carry an exposed firearm while on duty.

**Working Conditions:**

Works on a rotating shift, weekends and holidays.

**Physical Requirements:**

- Must stand and walk for long periods of time.
- Prior to appointment, candidates will be subject to a thorough background check that will include a polygraph examination.

**Probationary Period:**

Incumbents appointed to permanent positions in these classes shall serve a probationary period of six (6) months. (Civil Service Rule 4.2.5).